

December 23, 2022

**Human Resource Department
Government of Sindh.**

Subject: Application for the Post of ‘Assistant Director Resettlement & Legal’ based in Karachi.

Respected Sir/ Madam,

Reference to your advertisement for the post of ‘Assistant Director Resettlement & Legal’ in your esteemed organisation, I intend to apply for the challenging position.

I have worked recently for a USAID funded Project, Assessment & Strengthening Program for Government of Pakistan & Civil Society Organizations (ASP). Lahore University of Management Sciences (LUMS) was an implementing partner of ASP-USAID project. Its role was to provide training in the areas of Financial Management, Monitoring & Evaluation, Procurement Management and Human Resource Management & Administration. However, I worked with ASP-LUMS in the capacity of ‘Assistant Manager Training’ in the component of its Training Programs and in the capacity of ‘Research Associate’ in the area of training of Monitoring and Evaluation.

In the role of Assistant Manager Training, I assisted the course director in planning, designing and managing training program in which the close coordination was maintained. I updated training calendar and schedules of trainings and prepared folders for the participants before the start of the training program. I was fully involved in managing training facilities and equipment and after the training occurrence, it was my responsibility to gather data and generate training and evaluation reports to submit them to course management committee of the training program.

Currently, as a Field Researcher, I have compiled a detailed socio-economic profile of the two Research UCs, Dad Khan Jarwar and Masoo Bozdar, District Tando Allahyar after conducting ethnographic research in the area. I pay frequent field visits to the villages of these two Union Councils to conduct Focus Group Discussions (FDGs) and Key Informant Interviews (KIIs) from farmers, landlords, teachers and every important community member of the society to collect data on different topics like social mobilisation, community driven development and causes of poverty. I have also written some ethnographic case studies to highlight the issues of chronic poverty and suggested some recommendations for policy makers in order to reduce the impacts of poverty at household level.

In addition, I have worked in different organisations on different projects as mentioned in my detailed profile. Moreover, I have a strong leadership, communication and team management skills with a very extrovert and socialising personality, which is evident from my academic and professional career.

Kind Regards,
Nadir Ali Shah
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Job Title: Assistant Director Resettlement & Legal

Name: Nadir Ali Shah
Father's Name: Sikandar Ali Shah
Date of Birth: March 01, 1983
Place of Birth: District Larkana, Sindh, Pakistan
Passport Number: xxxx
Passport Place: Pakistan
Passport Issue Date: 11 Oct 2021
Passport Expiry Date: 10 Oct 2031
Religion: Islam
CNIC Number: xxxx
Marital Status: Married.
Permanent & Postal Address: House No. 127, Ahsan-2, Near Ufone Tower, Sachal Colony, Larkana, Sindh, Pakistan.
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Career Objective

To obtain a respectable position in a reputed organisation with responsibilities that effectively utilises my communication, managerial, and leadership skills.

Area of Interest

Monitoring & Evaluation, Research Work, Social Development, Report Writing and Proposal Writing.

Qualification

Matric Govt. Pilot Higher Secondary School, Larkana Obtained Marks 584 Division 1 st Class Regular	1999
Intermediate (Pre-Medical) Govt. Degree College, Larkana Obtained Marks 641 Division 2 nd Class Regular	2001
B.A (Sociology, International Relations, Political Science) Shah Abdul Latif University, Khairpur Obtained Marks 639 Division 1 st Class Regular	2004
MSc. Anthropology Quaid-I-Azam University, Islamabad. Obtained Marks 2040 Division 1 st Class Regular	2007

Courses

✚ Research Methodology	✚ Anthropology of South Asia
✚ Anthropological Theories	✚ Anthropology of Media
✚ Applied Anthropology	✚ Anthropology of Ethnic Relations
✚ Economic Anthropology	✚ Urban Anthropology
✚ Political Anthropology	✚ Medical Anthropology

Professional Experience

✚ **Field Researcher** (March 04, 2016 - to - Date) in Rural Support Programmes Network (**RSPN**), Hyderabad in European Union Project 'Sindh Union Council and Community Economic Strengthening Support (SUCCESS) Programme' based on **Social Mobilisation** approach to **Community Driven Development** for rural poor of Sindh.

1. Compile detailed socio-economic profile of the two Research UCs
2. Supervise enumerators of annual quantitative surveys
3. Conduct a brief ethnographic study of a selected union council in Sindh.
4. Compile the report of the brief ethnographic study of the selected union council.
5. Conduct life history study of selected households over an extended period.
6. Conduct a desk review of relevant literature on the research topic and questions.
7. Conduct and record key informant interviews and focus group discussions (FGDs) with key stakeholders.
8. Transcribe the key informant interviews and FGDs.
9. Contribute to the thematic analysis of the content of document review, key informant interviews and focus group discussions using qualitative research analysis tools and approaches.
10. Coordinate with RSP district team and Project Implementation Units team to ensure programme implementation in the selected research UC according to the research strategy and requirements.
11. To be able to conduct field work according to the convenience of the villagers.
12. Assist the Team Leader Research in implementation of research component of the programme.
13. Document case studies and lessons learnt from the programme interventions.
14. Prepare research briefs, research papers and reports under the supervision of Team Leader Research and International Technical Advisor.
15. Assist the Team Leader Research in implementation of the research dissemination strategy

✚ **Assistant Manager Training** (Sep 02, 2013 – Nov 20, 2015 | Reason of Leaving | Project Tenure Completed) in Lahore University of Management Sciences (**LUMS**) in **USAID** Project '**Assessment and Strengthening Program**' for Civil Society Organizations and Government of Pakistan, in the training area of **Monitoring and Evaluation**.

1. Planning, designing and managing training program by assisting to the course director
2. Updating training calendar and schedules
3. Preparing folders for the participants before the start of the training program
4. Gathering data and generating training reports
5. Managing training facility and equipment
6. Submitting evaluation report to course management committee of the training program

✚ **Research Associate** (January 02, 2012- August 31, 2013 | Reason of Leaving | Promoted) in Lahore University of Management Sciences (**LUMS**) in **USAID** Project '**Assessment and Strengthening Program**' for Civil

Society Organizations and Government of Pakistan in the component of
Monitoring and Evaluation.

1. Assisting faculty in developing training material on M&E
2. Field data collection pertaining to case studies on M&E structure
3. Analysing data using various qualitative and quantitative research methods
4. Writing training materials such as case studies, articles, exercises, etc.
5. Coordination and administration relevant to ASP-LUMS training programs

✦ **Research Officer** (May 02, 2011-August 31, 2011 | Reason of Leaving | Project Tenure Completed) in Action for Peace and Sustainable Development (**APSD**), Hyderabad in a **research project** on **Coastal Poverty** in Sindh.

✦ **Training Coordinator** (August 01, 2008 – Feb 28, 2010 | Reason of Leaving | Project Tenure Completed) in Pakistan Safe Drinking Water & Hygiene Promotion Project, funded by **USAID**, implemented by **Community Development Council**, Larkana.

1. Conducting Trainings
2. Organising Events and Training
3. Report Writing
4. Conducting Field Activities

✦ **Research Officer** (Jan 01, 2007 – June 30, 2007 | Reason of Leaving | Project Tenure Completed) in **Migration Management Cell, Ministry of Interior**, Islamabad.

1. Analyzing Data
2. Proposal Writing
3. Organizing events
4. Conducting research

✦ **Internee** (July 2007- July 2008) in Social Welfare Training Institute (SWTI) and Tawana Pakistan Project (TPP), **Ministry of Social Welfare and Special Education**, Islamabad under National Internship Program (**NIP**).

✦ One-year teaching experience of **English Language Course** in **Knowledge Center** Larkana, Sindh.

✦ Six months' extensive field research on the topic "**Socio-cultural Response of Rural Masses towards Indian Movies**", for the master dissertation.

✦ Three months' work as **Volunteer** with Interfaith League Against Poverty (**ILAP**) in Balakot.

✦ Three months' experience as an **Enumerator** in the Project of Pakistan Institute of Development Economics (**PIDE**) Islamabad.

Achievements

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- ✦ One **international publication** of research paper as co-author in **Global Journal of Health Sciences** on 'Availability Does Not Mean Utilisation: Analysis of a large Micro Health Insurance Programme in Pakistan'.
 - ✦ Two **research briefs** published on SUCCESS programme website: (1) Community Investment Fund (CIF), (2) Socio-economic impacts of CPI schemes on rural communities.
 - ✦ A research based article on '**Beyond Land Reforms**' was published in **The**

	<p>News International, English Newspaper.</p> <ul style="list-style-type: none"> ✦ A research and visit based article on ‘Educating Pakistan: Taking inspiration from Tajikistan’ was published in Daily Times, English Newspaper. ✦ Presented a research paper as co-presenter at Lahore University of Management Sciences (LUMS) on “Drivers of Empowerment for Rural Women: Insights from Rural Support Programmes Work in Sindh” in second international interdisciplinary conference on gender, work and society. ✦ A foreign visit to Tajikistan as part of delegation for experience sharing and learning exposure trip and produced a visit report of this visit ✦ A research-based article on ‘Child Marriages’ was published in South Asia London School of Economics, Dawn Newspaper and BBC Urdu ✦ A research-based article on ‘Beggars of Jogi Community’ was published in Dawn Newspaper ✦ Four letters were published in letters to Dawn Editor in Dawn Newspaper ✦ Successfully completed the training on ‘Qualitative and Quantitative Research Methodologies’ conducted by Sustainable Development Policy Institute (SDPI) at Islamabad ✦ Successfully completed the training on ‘TraiNet and Visa Compliance’ conducted by USAID Pakistan at Islamabad ✦ Successfully completed the training on ‘Monitoring and Evaluation for Operational Executives’ conducted by ASP-LUMS at IBA-Sukkur ✦ Successfully completed the training on ‘Project Management, Communication Strategy and Management, Leadership and Cultural Change, HR Management and Administration, Procurement Management’ conducted by USAID-Funded Center for Governance and Public Management, CGPM-LUMS University, Lahore. ✦ Online courses of Alison on Project Management, Time Management and Achieving Personal Success ✦ Successfully conducted two conferences as Validation Conference and Research Dissemination Conference at LUMS University, Lahore ✦ Member of USAID Pakistan Alumni Association, Training for Pakistan Project, Islamabad ✦ Member of ASP-LUMS Alumni Association, LUMS University Lahore ✦ Member of World Wide Fund for Nature (WWF-Pakistan)
Additional Skills	<ul style="list-style-type: none"> ✦ Computer skills especially in MS Office, ✦ Six months’ short course in Computer ✦ Good interpersonal skills ✦ Net surfing ✦ Effective communication skills in English, Urdu, and Sindhi languages
Extra-Curricular Activities	Reading Books, Travelling, and Playing Cricket.

References

The references will be furnished on demand